

APPENDIX 13A.

APPLICATION MATERIALS

Sec. A.1. Chapter 13 amendment.

A.1.1 Zoning map amendment.

A.1.1.1. Non-planned unit development. Applications for a zoning map amendment to a zone other than planned unit development shall include, but are not necessarily limited to, the following:

- (a) Application form and fee.
 - (1) An application form, supplied by the department, containing the following information furnished by the applicant:
 - a. Name, address and telephone No. of property owner of record.
 - b. Name, address and telephone No. of record property owner's agent or representative, if any.
 - c. Legal description of parent tract and of parcel for which an amendment is requested. Description shall be as shown in the public records of Sumter County or in an up to-date survey. Include land area(s), and street address if known.
 - d. General location and directions to property from Sumter County Courthouse.
 - e. Present zoning and existing character of property for which the zoning map amendment is requested, and requested land use zone.
 - f. Present zoning and character of property abutting the property for which the zoning map amendment is requested.
 - g. Signature of applicant (Must be owner of record or agent with written authorization. Evidence of ownership may be required and an applicant shall have written consent of all owners of record)
 - (2) An application fee, in the amount established in Appendix B of this Chapter, shall be submitted with each application for zoning map amendment.

A.1.1.2. Planned unit development. In addition to the requirements of subsection A.1.1.1, applications for a zoning map amendment to a planned unit development zone shall include a master plan,

including but not necessarily limited to, the following:

(a) *Plan preparation.*

- (1) A master plan shall be prepared and sealed by an Engineer.
- (2) Plans shall be light background prints or sets of prints on sheets twenty-four (24) inches by thirty-six (36) inches. If necessary, more than one sheet may be used provided a key map is shown to relate each sheet to the entire development.
- (3) The number of plans or sets of plans submitted shall be as follows:
 - a. One (1) at time of submission.
 - b. Ten (10) additional upon determination of completeness and at least ten (10) days prior to scheduled hearing before planning and zoning board.
 - c. Eight (8) additional at least ten (10) days prior to scheduled hearing before Commission.

(b) *Contents of plan.*

- (1) *Project identification.* Identify the project by supplying the following information on the plan:
 - a. Title block. A title block shall be placed in the lower right corner or along the right border of the sheet and should provide the following information:
 1. Proposed development name, if any.
 2. The section, township and range in which the property is located.
 3. The name and address of the property owner and any developer, engineer or land surveyor known to be involved in the development.
 4. The date of plan preparation in a space that also provides for subsequent plan revision dates.
 5. Any street address assigned to the property.
 - b. Legal description of property.
 - c. Vicinity Sketch. A sketch or "location map" displaying an area of no less than one mile on all sides of the property (A greater distance may be required if the department determines that information on a larger area is

needed). Such map shall be at a scale of not less than one (1) inch equals one-half mile and shall show the position of the development with relation to the following features. U.S.G.S. maps may be used as a reference guide for this sketch.

1. Section and quarter-section lines.
2. Streets, thoroughfares, highways, railroads and waterways in the area.
3. Corporate limits of nearby cities.
4. Major topographic features in the area, including water bodies, streams, springs or canals.
5. Existing zoning on the site and surrounding area.
6. Existing land use on the site and surrounding area.

(2) Existing conditions and proposed development.

- a. Show existing conditions and proposed development superimposed on a plan of the property's boundaries consistent with the legal description of record. Such plan shall be drawn to a scale of not less than one (1) inch = two-hundred (200) feet, unless otherwise approved by the Development Review Board. North shall be oriented to the top or left edge of the sheet and the drawing shall clearly show or describe, but is not necessarily limited to, the following:

1. Existing conditions. The major existing topographic features, natural and man-made, of the project area, shown with broken lines, including:
 - a) Existing land contours of an area sufficient to show the proposed developments relationship to its watershed, shown at intervals of not more than 5 feet (data from the U.S.G.S. topographic survey, or other agencies work, may be used).
 - b) Approximate center lines of rivers, streams, canals and other watercourses, and location of water management devices such as dikes, pumps, etc.
 - c) Approximate location and extent of 100-year flood prone areas, existing wetlands and water bodies.

- d) General drainage patterns.
- e) Approximate location of existing street, drive or railroad right-of-way on or adjacent to the property.
- f) Approximate location of existing easements or other restrictions on the property, and substance thereof.
- g) Approximate location of existing off-street parking and loading and unloading areas.
- h) Approximate location and dimensions of existing buildings and other structures.
- i) Approximate location and major features of existing utility systems on or adjacent to the property, including wells.
- j) Approximate location and nature of existing walls or fences on the property.
- k) Other man-made or natural features which would affect or be affected by building or development encroachment.
- l) General soil types and estimated normal and wet seasonal ground water levels.
- m) Approximate location and identification of existing chemical or fuel storage tanks, above and below ground.
- n) Approximate location and identification of existing hazardous materials stored on site.
- o) Approximate location and identification of designated vegetative and wildlife communities.

2. Proposed development.

- a) General grading/drainage plan and resultant drainage basins.
- b) Approximate location and size of any water bodies or watercourses to be constructed, altered or relocated.
- c) Approximate location and size of areas to be developed as residential or non-residential lots or tracts, if applicable.

- d) Approximate location, size, type and use of principal buildings or other structures, other than single-family residential, to be constructed or retained on property, permanent and semi-permanent.
 - e) Approximate location of proposed major elements of the on-site traffic circulation system, including connections to county road system, off-street parking, and loading and unloading areas.
 - f) General location, size and proposed use of common open spaces and public or semi-public areas, including storage areas.
 - g) Approximate location, width and nature of proposed rights-of-way and easements.
 - h) Approximate location, size and identification of the major features of proposed water and sewer systems.
 - i) Approximate location, size and type of major screening and buffering to be done.
 - j) Approximate location of wetland mitigation areas.
 - k) Other significant proposed features with requirements addressed in this chapter.
 - l) Proposed unit division, stage or phase development shall be indicated on the plan with pertinent signing and remarks.
3. Scale of plan, north arrow, a legend for abbreviations and symbols used in the drawing and notes where needed for clarification. The notes should indicate any improvements such as streets, easements, water retention areas, etc. that are proposed to remain in private ownership and not be dedicated to the public.
 4. A listing of the major features of the proposed development such as estimated number of lots, area of minimum and average size lot, density in lots per acre, non-residential gross floor area, total acres of development and zoning of property shall be provided.
- (c) *Supporting materials.* In addition to the information required on the master plan, a written discussion and description of the overall development plan with sufficient preliminary data to enable determination of compliance with appropriate sections of this

chapter shall be submitted, either on the plan or as separate documents. This shall address, but is not necessarily limited to, the following.

- (1) Traffic impact study. This study shall be designed to predict the impact of the proposed development on the transportation system. The study shall include, but is not necessarily limited to, the following information:
 - a. A statement explaining the assumptions used in the study including existing average daily background traffic, background traffic growth rate, directional splits, average trip length, major attractions, etc.
 - b. Estimates and projections of average daily background traffic, projected development generated traffic and the effect of such generated traffic on the level of service adopted by the county.
 - c. The need for frontage or access roads parallel to the primary access road.
 - d. The need for signalization.
 - e. Provisions for maintaining the minimum level of service adopted by the commission for affected roadways and intersections.
 - f. This traffic study shall be prepared and signed by a professional traffic engineer. Estimates of trip generation for proposed uses shall be based upon current information from the Institute of Transportation Engineers.
- (2) General description of proposed handling and disposal of non-domestic solid waste and hazardous gases, liquids and other materials, if applicable. Include any air emission sources.
- (3) A listing of all permit applications which applicant anticipates submitting to federal, state, regional and local permitting agencies.
- (4) General soils map of project area, at scale of 1"=2,000', with subject property delineated.
- (5) The general nature covenants, grants, easements, or other restrictions to be imposed on the use of the land, buildings, and structures.
- (6) A listing of all variations from the requirements of this chapter presented by this application.
- (7) Indicate provisions for the stabilization of soils disturbed during construction to prevent soil losses by water or wind.

- (8) A biological resource audit that identifies the location and extent of protected wildlife and vegetation species as identified in Rules 39-27.003, 39-27.004 and 39-27.005, F.A.C., and Sections 581.185 (5)(a) and (b), Florida Statutes.
- (9) Documentation as to the existence of historic resources on the proposed development property.
- (10) Any additional information the applicant deems appropriate for review of the zoning permit application.

A.1.2. Text amendment.

- (a) Application form.
(Ord. No. 96-23, § 9, 12-16-96)

Sec. A.2. Use permits.

A.2.1. Minor development.

A.2.1.1. Application form and fee.

- (a) *Application form.* An application form, supplied by the department, containing the following information furnished by the applicant:
 - (1) General.
 - a. The use permit requested (specify permitted, special, conditional or temporary use)
 - b. Name, address and telephone No. of property owner of record.
 - c. Name, address and telephone No. of record property owner's agent or representative, if any.
 - d. Legal description of parent tract, as shown in the public records of Sumter County, and of parcel for which a use permit is requested. Include land areas of both and street address if known.
 - e. General location and directions to property from Sumter County Courthouse.
 - f. Present zoning and existing character of property for which the use permit is requested.
 - g. The proposed land use and a summary of the specific objective(s) of the development in sufficient detail to allow the Director to determine

adequacy of request. A brief narrative of the proposed size and occupancy of the proposed development. Include phasing if applicable.

- h. Signature of applicant (Must be owner of record or agent with written authorization. Evidence of ownership may be required and an applicant shall have written consent of all owners of record)

(2) Temporary and special uses. In addition to subsection (1), applications for temporary and special uses shall include the following:

- a. Present zoning and character of property abutting the property for which the use permit is requested.

(b) *Application fee.* An application fee, in the amount established in Appendix B of this chapter, shall be submitted with each application.

A.2.1.2. Conceptual plan. This is a presentation of the applicants general development plan for such items as land use, location of structures, ingress/egress, streets, drainage and other physical improvements.

(a) *Plan preparation.*

- (1) Any person may prepare the conceptual plan, provided the plan accurately presents the information required herein.
- (2) Plans shall be prepared on not less than 8 1/2" by 11" sheets of bond paper or equivalent.
- (3) The number of plans or sets of plans submitted shall be as follows:
 - a. Permitted use and short temporary use--Two (2) plans at time of submission.
 - b. Special use and long temporary use.
 - 1. One (1) plan at time of submission.
 - 2. Ten (10) additional plans upon determination of completeness and at least seven (7) days prior to scheduled hearing before approving authority.
 - c. Eight (8) additional plans at least seven (7) days prior to scheduled hearing before commission.

(b) *Contents of plan.*

- (1) Project identification. A title block shall be placed in the lower right corner or along the right border of the sheet and should provide the following information:
 - a. Proposed development name, if any.
 - b. The section, township and range in which the property is located.
 - c. The name and address of the property owner and any developer, engineer or land surveyor known to be involved in the development.
 - d. The date of plan preparation in a space that also provides for subsequent plan revision dates.
 - e. Any street address assigned to the property.
- (2) Existing conditions and proposed development. Show existing conditions and proposed development superimposed on a plan of the property's boundaries consistent with the legal description of record. Such plan shall be drawn to a scale of not less than one (1) inch = two-hundred (200) feet, unless otherwise approved by the development review board. North shall be oriented to the top or left edge of the sheet and the drawing shall clearly show or describe, but is not necessarily limited to, the following:
 - a. Existing conditions. Major existing topographic features, natural and man-made, of the project area, shown with broken lines, including:
 1. For residential development.
 - a) Approximate center lines of rivers, streams, canals and other watercourses, and location of water management devices such as dikes, pumps, etc.
 - b) Approximate location and extent of 100-year flood prone areas, existing wetlands and water bodies.
 - c) Approximate location of existing street, drive or railroad right-of-way on or adjacent to the property.
 - d) Approximate location of existing easements or other restrictions on the property, and substance thereof.
 - e) Approximate location and dimensions of existing buildings and other structures.
 - f) Approximate location and major features of existing utility systems on or adjacent to the property, including wells.

- g) Other man-made or natural features which would affect or be affected by building or development encroachment.

2. For non-residential development.

- a) Existing land contours of an area sufficient to show the proposed developments relationship to its watershed, shown at intervals of not more than five (5) feet (data from the U.S.G.S. topographic survey, or other agencies work, may be used). Existing land contours shown at intervals of not more than one (1) foot, or less, may be required when it serves a specified need.
- b) Approximate center lines of rivers, streams, canals and other watercourses, and location of water management devices such as dikes, pumps, etc.
- c) Approximate location and extent of 100-year flood prone areas, existing wetlands and water bodies.
- d) General drainage patterns.
- e) Approximate location of existing street, drive or railroad right-of-way on or adjacent to the property.
- f) Approximate location of existing easements or other restrictions on the property, and substance thereof.
- g) Approximate location of existing off-street parking and loading and unloading areas.
- h) Approximate location and dimensions of existing buildings and other structures.
- i) Approximate location and major features of existing utility systems on or adjacent to the property, including wells.
- j) Approximate location and nature of existing walls or fences on the property.
- k) Other man-made or natural features which would affect or be affected by building or development encroachment.
- l) General soil types and estimated normal and wet seasonal ground water levels.

- m) Approximate location and identification of existing chemical or fuel storage tanks, above and below ground.
 - n) Approximate location and identification of existing hazardous materials stored on site.
- b. Proposed development. Show all of the following, as applicable:
 - 1. For residential development.
 - a) Location, size, type and use of principal buildings or other structures to be constructed or retained on property, permanent and semi-permanent.
 - b) Location and size of any water bodies, watercourses or wetlands to be constructed, altered, relocated or mitigated.
 - c) Location, width and nature of proposed rights-of-way and easements.
 - d) Location, size and identification of the major features of proposed water and sewer systems.
 - e) Other significant proposed features with requirements addressed in this chapter.
 - 2. For non-residential development.
 - a) General grading/drainage plan and resultant drainage basins.
 - b) Location and size of any water bodies or watercourses to be constructed, altered or relocated.
 - c) Location and size of areas to be developed as residential or non-residential lots or tracts, if applicable.
 - d) Location, size, type and use of principal buildings or other structures, other than single-family residential, to be constructed or retained on property, permanent and semi-permanent.
 - e) Location of proposed major elements of the on-site traffic circulation system, including connections to county road system, off-street parking, and loading and unloading areas.

- f) Location, size and proposed use of common open spaces and public or semi-public areas, including storage areas.
 - g) Location, width and nature of proposed rights-of-way and easements.
 - h) Location, size and identification of the major features of proposed water and sewer systems.
 - i) Location, size and type of major screening and buffering to be done.
 - j) Location of wetland mitigation areas.
 - k) Other significant proposed features with requirements addressed in this chapter.
 - c. Show scale of plan, north arrow, a legend for abbreviations and symbols used in the drawing and notes where needed for clarification. The notes should indicate any improvements such as streets, easements, water retention areas, etc. that are proposed to remain in private ownership and not be dedicated to the public.
- (c) *Supporting materials for non-residential development.* In addition to the information required on the conceptual plan, a written discussion and description of the overall non-residential development plan, with sufficient preliminary data to enable determination of compliance with appropriate sections of this chapter, shall be submitted, either on the plan or as separate documents. This shall address, but is not necessarily limited to, the following:
- (1) Estimated traffic generated by the development and preliminary analysis of impact on existing facilities.
 - (2) General description of proposed handling and disposal of non-domestic solid waste and hazardous gases, liquids and other materials, if applicable. Include any air emission sources.
 - (3) A listing of all permit applications which applicant anticipates submitting to federal, state, regional and local permitting agencies.
 - (4) General soils map of project area, at scale of 1"=2,000', with subject property delineated.
 - (5) The general nature of covenants, grants, easements, or other restrictions to be imposed on the use of the land, buildings, and structures.

- (6) A listing of all variations from the requirements of this chapter presented by this application.
- (7) Any additional information the applicant deems appropriate for review of the use permit application.
- (8) For temporary use permit for events.
 - a. Prior to approval, the sponsoring organization shall have furnished the county environmental health office information as to sanitary arrangements and facilities to be used by the public and employees, and the county environmental health office shall have advised the Director in writing that such arrangements and facilities will be adequate if properly used and maintained.
 - b. The applicant shall demonstrate that adequate provisions for off street parking and loading will be made for the traffic generated by the event and that there will be no undue disruption to or interference with the normal flow of traffic or with the rights of adjacent and surrounding property owners.
 - c. Adjacent land uses shall be protected by ensuring that the hours of operation and amount of noise generated by the event is compatible with them.
 - d. The applicant shall demonstrate adequate litter control.
 - e. In cases where it is deemed necessary, the commission may require the applicant to post a bond to insure compliance with the conditions of the temporary use approval.
 - f. If the applicant requests the county to provide extraordinary services or equipment, or if the commission determines that such is necessary to protect the public health, safety or welfare, the applicant shall be required to pay to the provider a fee sufficient to cover the costs of such service.

A.2.2. Medium and major development.

A.2.2.1. Application form and fee.

- (a) *Application form.* An application form, supplied by the department, containing the following information furnished by the applicant:
 - (1) Name, address and telephone No. of property owner of record.

- (2) Name, address and telephone No. of record property owner's agent or representative, if any.
 - (3) Legal description of parent tract, as shown in the public records of Sumter County, and of parcel for which a zoning permit is requested. Include land areas of both and street address if known.
 - (4) General location and directions to property from Sumter County Courthouse.
 - (5) Present zoning and existing character of property for which the zoning permit is requested.
 - (6) Present zoning and character of property abutting the property for which the zoning permit is requested.
 - (7) The use permit requested (specify permitted, special, conditional or temporary use)
 - (8) A brief narrative of the general size, occupancy and purpose of the proposed development. Include phasing if applicable.
 - (9) The proposed land use and a summary of the specific objective of the development in sufficient detail to allow the director to determine adequacy of request.
 - (10) Signature of applicant (Must be owner of record or agent with written authorization. Evidence of ownership may be required and an applicant shall have written consent of all owners of record)
 - (11) For conditional uses Name, address, telephone No. and federal employer identification number of the conditional use operator, or person or corporation, other than the property owner, who will physically develop and/or operate the property.
- (b) *Application Fee.* An application fee, in the amount established in Appendix B of this chapter, shall be submitted with each application.

A.2.2.2. Conceptual plan.

- (a) *Plan preparation.*
- (1) Any person may prepare the conceptual plan, provided the plan accurately presents the information required herein.
 - (2) Plans shall be light background prints or sets of prints on sheets twenty four (24) inches by thirty six (36) inches. If necessary, more than one sheet may be used

provided a Key Map is shown to relate each sheet to the entire development.

(3) The number of plans or sets of plans submitted shall be as follows:

- a. Permitted use.
 - 1. One (1) at time of submission.
 - 2. Ten (10) additional upon determination of completeness and at least seven (7) days prior to scheduled hearing before approving authority.
- b. Special use and temporary use.
 - 1. One (1) at time of submission.
 - 2. Ten (10) additional upon determination of completeness and at least seven (7) days prior to scheduled hearing before recommending authority.
 - 3. Ten (10) additional at least seven (7) days prior to scheduled hearing before approving authority.
- c. Conditional use.
 - 1. One (1) at time of submission.
 - 2. Ten (10) additional upon determination of completeness and at least seven (7) days prior to scheduled hearing before 1st recommending authority.
 - 3. Ten (10) additional at least seven (7) days prior to scheduled hearing before 2nd recommending authority.
 - 4. Ten (10) additional at least seven (7) days prior to scheduled hearing before approving authority.

(b) *Contents of plan.*

- (1) Project identification. Identify the project by supplying the following information on the plan:
 - a. Title block. A title block shall be placed in the lower right corner or along the right border of the sheet and should provide the following information:
 - 1. Proposed development name, if any.

2. The section, township and range in which the property is located.
 3. The name and address of the property owner and any developer, engineer or land surveyor known to be involved in the development.
 4. The date of plan preparation in a space that also provides for subsequent plan revision dates.
 5. Any street address assigned to the property.
- b. Legal description of property.
- c. Vicinity sketch. A sketch or "Location Map" displaying an area of no less than three miles on all sides of the property (A greater distance may be required if the Department determines that information on a larger area is needed). Such map shall be at a scale of not less than one (1) inch equals one-half mile and shall show the position of the development with relation to the following features. U.S.C.G.S. maps may be used as a reference guide for this sketch.
1. Section and quarter-section lines.
 2. Streets, thoroughfares, highways, railroads and waterways in the area.
 3. Corporate limits of nearby cities
 4. major topographic features in the area, including water bodies, streams, springs or canals.
 5. Existing zoning on the site and surrounding area.
 6. Existing land use on the site and surrounding area.
 7. Urban expansion areas as designated on the Sumter County Future Land Use Map.
 8. For conditional uses:
 - a) Show any public or private K--12 school, college, day care center or senior services meal site, where more than twenty (20) persons participate on a daily basis at least one hundred eighty (180) days per year.
 - b) Show residential developments of ten (10) or more home

sites with an average gross density of one (1) dwelling unit per acre or greater.

- c) Show community water system wells and proposed regional water supply wells.

- (2) Existing conditions and proposed development. Show existing conditions and proposed development superimposed on a plan of the property's boundaries consistent with the legal description of record. Such plan shall be drawn to a scale of not less than one (1) inch = two-hundred (200) feet, unless otherwise approved by the development review board. North shall be oriented to the top or left edge of the sheet and the drawing shall clearly show or describe, but is not necessarily limited to, the following:

- a. Existing conditions. The major existing topographic features, natural and man-made, of a project area extending one hundred (100) feet outside the area to be developed (five hundred (500) feet for mining, hazardous waste facilities and landfills), shown with broken lines, including:
 - 1. Existing land contours of an area sufficient to show the proposed developments relationship to its watershed, shown at intervals of not more than five (5) feet (data from the U.S.G.S. topographic survey, or other agencies work, may be used). Existing land contours shown at intervals of not more than one (1) foot, or less, may be required when it serves a specified need.
 - 2. Approximate center lines of rivers, streams, canals and other watercourses, and location of water management devices such as dikes, pumps, etc.
 - 3. Approximate location and extent of 100-year flood prone areas, existing wetlands and water bodies.
 - 4. General drainage patterns.
 - 5. Approximate location of existing street, drive or railroad right-of-way on or adjacent to the property.
 - 6. Approximate location of existing easements or other restrictions on the property, and substance thereof.
 - 7. Approximate location of existing off-street parking and loading and unloading areas.
 - 8. Approximate location and dimensions of existing buildings and other structures.

9. Approximate location and major features of existing utility systems on or adjacent to the property, including wells
 10. Approximate location and nature of existing walls or fences on the property.
 11. Other manmade or natural features which would affect or be affected by building or development encroachment.
 12. General soil types and estimated normal and wet seasonal ground water levels.
 13. Approximate location and identification of existing chemical or fuel storage tanks, above and below ground.
 14. Approximate location and identification of existing hazardous materials stored on site.
 15. Approximate location and identification of designated vegetative and wildlife communities.
- b. Proposed development. Show approximate location, size and use of proposed general improvements, including, but not necessarily limited to the following:
1. General grading/drainage plan and resultant drainage basins. Include anticipated stormwater management facilities and easements. Show approximate drainage pattern by directional arrows, and storm water swales, retention and detention areas. Include preliminary drainage calculations. Show erosion and sedimentation control measures.
 2. Approximate location and size of any water bodies or watercourses to be constructed, altered or relocated.
 3. Approximate location and size of areas to be developed as residential or non-residential lots or tracts, if applicable.
 4. Approximate location, size, type and use of principal buildings or other structures, other than single-family residential, to be constructed or retained on property, permanent and semi-permanent. Show material storage areas and stationary material handling equipment
 5. Approximate location of proposed major elements of the on-site

traffic circulation system, including connections to county road system, off-street parking, and loading and unloading areas.

6. General location, size and proposed use of common open spaces and public or semi-public areas, including storage areas.
7. Approximate location, width and nature of proposed rights-of-way and easements.
8. Approximate location, size and identification of the major features of proposed water and sewer systems including potable and non-potable water wells, septic tanks/drain fields and sewage treatment plants/percolation ponds, etc.
9. Fire control and other emergency management devices or facilities.
10. Signs and exterior lighting.
11. Approximate location, size and type of major screening and buffering to be done.
12. Fencing or other security measures and proposed points of access to the property.
13. Approximate location of wetland mitigation areas
14. Other significant proposed features with requirements addressed in this chapter.
15. Proposed unit division, stage or phase development shall be indicated on the plan with pertinent signing and remarks.
16. Tables indicating:
 - a) Total acreage of project.
 - b) Approximate total acreage of each type of land use, by phase.
 - c) Approximate total number of lots or parcels for each type of land use, by phase.
 - d) Proposed gross density in residential units per acre and non-residential gross floor area ratio, by phase.
 - e) Area of minimum and average size lot, with approximate

dimensions.

- f) Maximum height of proposed structures.

17. For mining conditional uses, in addition to the above, show:

- a) Mining pits, internal haul roads.
- b) Overburden stockpile areas and waste storage areas.
- c) Areas for material handling facilities such as washers and scales.
- d) Surface and groundwater management features such as pumps, ditches, dikes, etc.
- e) Delineation of areas to be mined in sequence.
- f) A reclamation program and plan which meets the requirements of Florida Department of Natural Resources under Rule 16C-36 F.A.C., which program and plan shall be adopted by Sumter County as a locally enforceable plan, provided however, that any variance from established DNR rules shall not be effective within Sumter County unless approved by the development review board.
- g) The following estimated data in tabular format:
 - 1) Total acres in proposed mine.
 - 2) Acreage required for waste storage.
 - 3) Acreage of actual mining pits.
 - 4) Acreage in existing and proposed water bodies.
 - 5) Sequence of mining operations with delineated area, year and acreage.
- h) A cross-section drawing referenced to mean sea level datum showing the maximum proposed depth of the excavation area, side slopes of the pit and water level during excavation, and upon completion. This information may be marked "PROPRIETARY" by the applicant and the County will restrict access to it and not release this information without prior written approval of the applicant,

to the extent allowable by law.

18. For CDD landfill conditional uses, in addition to the above, show:

- a) Area to be used for deposit of CDD, including existing and proposed excavation area and depth of excavation.
- b) Area to be used for temporary storage and transfer of solid waste.
- c. Scale of plan, north arrow, a legend for abbreviations and symbols used in the drawing and notes where needed for clarification. The notes should indicate any improvements such as streets, easements, water retention areas, etc. that are proposed to remain in private ownership and not be dedicated to the public.

(c) *Supporting materials.* In addition to the information required on the conceptual plan, a written discussion and description of the overall development plan with sufficient preliminary data to enable determination of compliance with appropriate sections of this chapter shall be submitted, either on the plan or as separate documents. This shall address, but is not necessarily limited to, the following

- (1) Traffic impact study. This study shall be designed to predict the impact of the proposed development on the transportation system. The study shall include, but is not necessarily limited to, the following information:
 - a. A statement explaining the assumptions used in the study including existing average daily background traffic, background traffic growth rate, directional splits, average trip length, major attractions, etc.
 - b. Estimates and projections of average daily background traffic, projected development generated traffic and the effect of such generated traffic on the level of service adopted by the County. Estimates of trip generation for proposed uses shall be based upon current information from the Institute of Transportation Engineers.
 - c. The need for frontage or access roads parallel to the primary access road.
 - d. The need for signalization.
 - e. Provisions for maintaining the minimum level of service adopted by the commission for affected roadways and intersections.
 - f. This traffic study shall be prepared and signed by a professional traffic engineer.

- (2) General description of proposed handling and disposal of non-domestic solid waste and hazardous gases, liquids and other materials, if applicable. Include any air emission sources.
- (3) A listing of all permit applications which applicant anticipates submitting to federal, state, regional and local permitting agencies.
- (4) General soils map of project area, at scale of 1"=2,000', with subject property delineated.
- (5) The general nature covenants, grants, easements, or other restrictions to be imposed on the use of the land, buildings, and structures. Include the type of legal instrument(s) that will be created to provide for the ownership/management of common open space.
- (6) Major fire protection features.
- (7) Non-hazardous solid waste management plan and facilities
- (8) Pollutant control devices or facilities, security devices
- (9) Site reclamation measures.
- (10) A listing of all variances from the requirements of this chapter presented by this application.
- (11) Any additional information determined during the pre-application conference or that the applicant deems appropriate for review of the use permit application.
- (12) For temporary use permit for events. In addition to sub-sections (1) through (11), the following is required:
 - a. Prior to approval, the sponsoring organization shall have furnished the county environmental health office information as to sanitary arrangements and facilities to be used by the public and employees, and the county environmental health office shall have advised the director in writing that such arrangements and facilities will be adequate if properly used and maintained.
 - b. The applicant shall demonstrate that adequate provisions for off street parking and loading will be made for the traffic generated by the event and that there will be no undue disruption to or interference with the normal flow of traffic or with the rights of adjacent and surrounding property owners.
 - c. Adjacent land uses shall be protected by ensuring that the hours of

operation and amount of noise generated by the event is compatible with them.

- d. The applicant shall demonstrate adequate litter control.
- e. In cases where it is deemed necessary, the commission may require the applicant to post a bond to insure compliance with the conditions of the temporary use approval.
- f. If the applicant requests the county to provide extraordinary services or equipment, or if the commission determines that such is necessary to protect the public health, safety or welfare, the applicant shall be required to pay to the provider a fee sufficient to cover the costs of such service.

(13) For conditional uses for mining and CDD landfills. In addition to sub-sections (1) through (11), the following is required:

- a. A description, in narrative and graphic form, of the general character of the operation proposed and its relationship to existing development in the area is required. Such description shall set forth the nature and operational characteristics of the operation in sufficient detail to demonstrate general compliance with all requirements for such use.
- b. The proposed schedule of activities including dates activities will commence and the projected date of completion.
- c. Aerial photograph(s) of the proposed site and surrounding property at a scale of one inch equals two hundred feet (1"=200') or one inch equals four hundred feet (1"=400'). Photographs of flight most recently available through local, state or federal agencies will be accepted.
- d. When applicable, a hydrogeologic report on surface and groundwater conditions and the hydrogeologic impact of the proposed activity which meets the requirements contained in the rules of the Florida Department of Environmental Regulation and the Southwest Florida Water Management District for new mine water discharge permits, water use permits, and surface water management, and such other hydrogeologic information that may be reasonably requested.

(14) For conditional uses for biohazardous or hazardous waste facilities, petroleum contaminated soil treatment facilities and operations. In addition to sub-sections a. through g., the following is required:

- a. A description, in narrative and graphic form, of the general character of the hazardous waste operation proposed and its relationship to existing development in the area. Such description shall address the following in

sufficient detail to demonstrate general compliance with all requirements for such use.

1. The storage, treatment or disposal methods or processes to be employed, including the means to be employed to attain compliance of the project with federal, state and local standards relating to water quality, air quality, fish and wildlife, and cultural resources.
 2. Identification and estimates of the sources, types, composition, quantity, and concentration of any biohazardous or hazardous waste identified, listed or defined under this Code, or combinations of any such waste, and any other solid waste, proposed to be disposed of, treated, or stored and the time frequency, or rate at which such waste is proposed to be disposed of, treated or stored.
 3. The movement of biohazardous, hazardous or petroleum contaminated soil to, in and from the proposed facility, including the proposed transportation routes for wastes entering and leaving the county. Include an analysis of the impacts the facility will have on affected transportation systems.
 4. On-site recycling of wastes or by-products.
 5. Monitoring plans to detect expected or accidental releases of pollutants to the air, soil, ground water, and surface water. Describe a contingency plan for accidental releases of biohazardous or hazardous substances and other emergencies.
 6. Facility security measures, including training of employees.
 7. Proximity of the facility to drinking water, high groundwater levels, drainage ways, wetlands, surface waters, sinkholes, and flood plains.
 8. Proximity of the facility to residential areas, schools and public buildings.
 9. Effect of the development on public facilities including roads, drinking water, sewage, electricity, fire protection, ambulance services, hospitals and police.
 10. The suitability of the geological and hydrogeological properties of the site for the proposed use.
- b. A listing of all federal and state permits and approvals that will be

required for the construction, operation and discontinuance of the use.

- c. Anticipated dates for commencement and completion of the conditional use, hours of operation.
- d. Other information which the commission determines is reasonably necessary and beneficial under the circumstances in order to assess the environmental, health and safety aspects of the proposed development.

(15) For conditional uses for construction and demolition debris landfill. In addition to subsections (1) through (11), the following is required:

- a. Delivery inspection sites, cell, and subcell areas.

(Ord. No. 96-23, § 9, 12-16-96)

Sec. A.3. Development permits.

A.3.1. Preliminary plans. Preliminary plans are submitted when required in table 13-104A. Preliminary plans are divided into two categories: site development/activity plans (i.e. commercial site development, and preliminary plats (residential subdivision). The requirement for a preliminary plan may be waived by the director when similar materials were submitted in obtaining a use permit.

A.3.1.1. Site development/activity plan submittal requirements.

- (a) The following information and documentation shall be shown on or enclosed with the plans submitted for approval.
 - (1) An application fee, in the amount established by Sumter County, shall be submitted.
 - (2) The plans should be drawn on twenty-four (24) inch by thirty-six (36) inch sheets as a minimum, at the largest scale feasible, for review.
 - (3) Site development/activity plan or any portion thereof involving engineering shall be certified by a professional engineer or landscape architect.
 - (4) The plans should include the following:
 - a. General information.
 - 1. Name of project.
 - 2. General statement of intended use of site.
 - 3. Legal description of the property and size of parcel in acres or square feet. A boundary survey or sketch of the legal description, with complete legal description of property certified by a surveyor or engineer. Boundary lines

of the entire development tract shall be clearly indicated.

4. Name and address of owner.
 5. Name, address and phone number of owner's agent.
 6. Name, address, signature and registration of the professionals preparing the plans.
 7. Date, north arrow, and a designated scale. Where appropriate, the same scale shall be used on all sheets.
 8. Vicinity maps showing relationship of proposed development to the surrounding streets and thoroughfares at a scale no smaller than one inch equals five thousand two hundred eighty feet (1" = 5,280') or 1" = Mile).
 9. Dimensions of the site.
 10. Zoning of the site.
 11. All existing and proposed building restriction lines (i.e., highway setback lines, easements, covenants, rights-of-way, and building setback lines).
 12. Percent of open space for site.
 13. Location of proposed signs.
- b. Building and structure.
1. Existing and proposed structures.
 2. Intended use.
 3. Number of stories.
 4. Height of building.
 5. Handicap accessibility features.
 5. Projected number of employees, if applicable.
 6. If restaurant, number of seats.
 7. Square footage for proposed development - gross square footage, non-storage area, square footage of each story, gross square footage of sales area, etc.

8. Historic preservation plan, where applicable.
- c. Streets, sidewalks, driveways, parking areas and loading spaces.
 1. All parking spaces delineated.
 2. Number of parking spaces.
 3. Number and location of handicapped spaces.
 4. Description/location of proposed driveway(s) and median cut(s).
 5. Internal traffic control circulation plan, including directional arrows and signs to direct traffic flow, as necessary.
- d. Drainage and stormwater.
 1. Locations of proposed retention/detention ponds, swales, berms, etc.
 2. Flood elevation for 100-year flood, if applicable.
- e. Proposed water, sewer, and solid waste facilities.
 1. Locations of wells and septic tanks and waste treatment facilities.
 2. Location(s) and access provisions for refuse service, including pad, screening, fencing and landscaping, if applicable.
- f. Landscaping.
 1. Landscaping plan including size, type and location of all required landscaping, screens, walls, fences and buffers.
- g. Environmental protection.
 1. Natural features such as waterbodies, wetlands, native vegetative communities, etc.
 2. Conservation easements and/or wildlife management plans, where applicable.
- h. Development in floodplain and floodway overlay zones shall submit the following with the plan:
 1. Elevation in relation to mean sea level of the proposed lowest floor

(including basement) of all structures;

2. Elevation in relation to mean sea level to which any non-residential structure will be flood-proofed;
 3. Certificate from a registered professional engineer or architect that the non-residential flood-proofed structure will meet the flood-proofing criteria in section 13-601.
 4. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.
- i. If applicable, the substance (draft documents) of covenants, grants, easements, or other restrictions to be imposed on the use of the land, buildings, and structures, including proposed easements for public and private utilities.
 - j. A listing of all substantial differences between an approved conceptual plan and the preliminary plan and any requests for variances from the Code or approved conceptual plan.

(b) Application for development/activity plan approval.

- (1) Application for site development/activity plan approval shall be made to the county utilizing the form provided by the county for that purpose and accompanied by the appropriate review fee.
- (2) The number of plans or sets of plans submitted shall be as follows:
 1. One (1) at time of submission.
 2. Ten (10) additional upon determination of completeness and at least seven (7) days prior to scheduled hearing before the reviewing authority.
 3. Eight (8) additional at least seven (7) days prior to scheduled hearing before approving authority. These eight copies may be a minimum size of 11" × 17".
- (3) All site development/activity plan approvals shall terminate and become null and void automatically without notice if construction has not commenced within twenty-four (24) months from the date of approval. The county may grant one (1) or more extensions.

(c) *Minor modifications.*

- (1) Minor modifications to an approved site development/activity plan may be approved by the development review committee when such modifications do not have a substantial impact on the overall intent of the project.

(d) *Major modifications.*

- (1) When the proposed modifications represent a major or fundamental change in the overall impact and intent of the original project, the re-submittal shall follow the same approval process as required for the original submittal. Major modifications shall be a five (5) percent or more change in the project acreage or square footage, number or mix of units or improvements on site.

A.3.1.2. Preliminary subdivision plat. The following materials shall be submitted for preliminary plat approval.

- (a) *Preliminary plat.* The preliminary plat, to scale, suitable for presentation, shall specifically depict the combined existing site conditions and proposed features of the development including, but not necessarily limited to, the following:

- (1) Plat preparation.

- a. The plat for a development with public or private site improvements such as roads, drainage or central water or sewer shall be prepared and sealed by an engineer.
- b. Plats shall be light background prints or sets of prints twenty four (24) inches by thirty six (36) inches. If necessary, more than one sheet may be used provided a Key Map is shown to relate each sheet to the entire development.
- c. The number of plats or sets of plats submitted shall be as follows:
 1. One (1) at time of submission.
 2. Ten (10) additional upon determination of completeness and at least seven (7) days prior to scheduled hearing before the reviewing authority.
 3. Eight (8) additional at least seven (7) days prior to scheduled hearing before approving authority. These eight copies may be a minimum size of 11" × 17".

- (2) Contents of plat.

- a. Identify the project by supplying a title block, placed in the lower right corner or along the right border of the sheet, providing the following information:
 1. Proposed development name. The name is to be preceded by the words "Preliminary Plat of _____". Every subdivision shall be

required to be given a name by which it shall be legally known. Such name shall not be the same or in any way so similar to any name appearing on any recorded plat in Sumter County so as to confuse the records or mislead the public as to the identity of the subdivision, except where the subdivision is subdivided as an additional unit or section by the same applicant or his successors in title. Terms such as "section", "unit", "replat of", "amended" or other explanatory terminology shall be included as part of the legal name of the subdivision when appropriate.

2. Property location. The section, township and range in which the property is located shall be given.
 3. Identification of persons involved. The name, address and telephone number of the property owner, developer, engineer and land surveyor shall be given.
 4. Dates. A space shall be provided for the date of plat preparation and subsequent plat revisions.
 5. Street address. Any street address assigned to the property shall be given.
- b. Show existing conditions and proposed development on a plat of the property boundaries consistent with the boundary survey. Such plat shall be drawn to a scale of not less than one (1) inch = two hundred (200) feet, unless otherwise approved by the development review board, with north oriented to the top or left edge of the sheet. The drawing shall clearly show or describe, but is not necessarily limited to, the following:
1. Existing conditions. The following information on existing conditions on the property and within an area of at least one hundred (100) feet beyond the boundary of the proposed development is required.
 - a) Existing buildings and other structures on the property. If structure is to be removed, so note.
 - b) Natural or man made land features such as bodies of water, water courses, drainage channels, wooded areas, streams, lakes, wetlands and any other physical conditions affecting the site, or to be affected by the development. Show the high water line of lakes and wetlands and other environmental areas which would be affected by building encroachment.

- c) Location and widths of street right-of-ways and pavement on or adjacent to the property. Indicate street name and type of construction. Location and width of existing easements (both public and private) and type or purpose of easements.
- d) 100-year flood areas per FEMA Flood Insurance Rate Map or per data from other acceptable source. In areas prone to flooding, the development committee may also require the establishment of the 25- and 10-year floods and the annual mean high water line.
- e) Contiguous properties. If platted, give name, plat book and page and indicate lot lines. If unplatted, so note. Show any city or county jurisdictional lines within at least two hundred (200) feet of the development.

2. Proposed development.

- a) Proposed general improvements. All proposed features to be constructed by the developer, or resulting from the development, are to be shown, such as:
 - 1) The entity or agency to be responsible for operation and maintenance of the stormwater management system.
 - 2) Block, lot and parcel layout and sizes indicated by boundary lines drawn at their proposed locations. Show block and lot identification and scaled lot line distances. Show project and phase boundary lines.
 - 3) Proposed streets, including names and rights-of-way width, and other vehicular, bicycle and pedestrian circulation systems, including off-street parking. Streets which are extensions of existing streets shall have the same name. No street names shall be used which will duplicate or be confused with the names of existing or previously approved streets in the vicinity.
 - 4) Location, size and proposed use of common open spaces and public or semi-public areas.
 - 5) Location of major features of proposed utility services. Indicate type of treatment to be used.

6) Proposed landscaping plan, showing:

- Location and size of landscaped areas and screening or buffering provisions.
- Location, heights, and material for walks, fences, walkways, and other man-made landscape features.

7) Reserved.

8) Utility and drainage easements and rights-of-way of record. Show location, width and type.

9) Stormwater retention basins and other major feature of the drainage system. The plan shall show any drainage areas off-site that affect the project or that are affected by the project and show locations of routes of off-site waters onto, through, or around the project.

3. Scale of preliminary drawing and north arrow shall be provided. The plat shall also contain a legend for abbreviations and symbols used in the drawing and notes where needed for clarification
4. Tabulated development summary information such as:
 - a) Total acreage of the development tract.
 - b) Number of lots and area of minimum and average size lot.
 - c) Calculated density of site or phase in dwelling units per acre.
 - d) Area of common open space and percent of total site or phase.
5. Improvements such as streets, easements, water retention areas, etc. that are to remain in private ownership and not to be dedicated to the public.
6. Phase development. Proposed unit division, stage or phase development shall be indicated on the plat with pertinent signing and remarks.

- (b) *Supporting materials.* In addition to the information required on the preliminary plan, a written discussion and description of the overall development plat with sufficient preliminary data to enable determination of compliance with appropriate sections of this

chapter shall be submitted, either on the plat or as separate documents. This shall address, but is not necessarily limited to, the following:

- (1) A boundary survey or sketch of the legal description, with complete legal description of property, certified by a surveyor or engineer. Boundary lines of the entire development tract shall be clearly indicated.
- (2) Development in floodplain and floodway overlay zones shall submit the following with the preliminary plat:
 - a. Elevation in relation to mean sea level of the proposed lowest floor (including basement) of all structures;
 - b. Elevation in relation to mean sea level to which any non-residential structure will be flood-proofed;
 - c. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.
- (3) The substance (draft documents) of covenants, grants, easements, or other restrictions to be imposed on the use of the land, buildings, and structures, including proposed easements for public and private utilities.
- (4) A listing of all substantial differences between the approved conceptual plat and the preliminary plat and any requests for variances from the Code or approved conceptual plat.
- (5) A management plan for endangered, threatened or species of special concern, if applicable.
- (6) An historic resources preservation plan, if applicable.
- (7) A recent aerial photograph encompassing the project area and other areas related to the stormwater management system, if required by the authority. The scale shall be no smaller than one (1) inch equals four hundred (400) feet.
- (8) An application form containing the following information furnished by the applicant shall be submitted for preliminary plat approval:
 - a. Name, address and telephone number of property owner of record.
 - b. Name, address and telephone number of record property owner's agent or representative, if any.
 - c. Name, address and telephone number of project engineer and surveyor.

- d. Legal description of parcel for which approval is requested, and the land area.
 - e. Present zoning of property for which the site permit is requested.
 - f. Signature of applicant.
- (9) Application fee. An application fee, in the amount established by Sumter County, shall be submitted.
- (c) *Review and approval procedure.* The DRC shall recommend approval or disapproval of the preliminary plat. The DRC shall forward its recommendations to the board of county commissioners for final approval.

A.3.1.3. Engineering plan. The following materials shall be submitted for engineering plan approval.

- (a) *Engineering plan.* The engineering plan shall be a drawing or series of drawings, to scale and suitable for presentation, conforming with the format, design and improvement standards required by this chapter. It shall contain all appropriate information, design features and details necessary for the complete and proper construction of all required improvements. The plan and all related calculations and design work shall be certified by a Florida Registered Engineer. The plan shall show the proposed location, size, type, grades, and specific design features of each site improvement, based upon reliable field data, and shall include, but is not necessarily limited to, the following, where applicable:
- (1) Plan preparation.
 - a. Who may prepare plan. The plan for a development with public or private or non-publicly dedicated site improvements such as roads, drainage or central water or sewer must be prepared and sealed by a Florida Registered Engineer or other professional as required by state law.
 - b. Plan type and size. Plans shall be light background prints or sets of prints twenty-four (24) inches by thirty-six (36) inches. If necessary, more than one sheet may be used provided a key map is shown to relate each sheet to the entire development. Plans shall be oriented with north to the top or left edge of the sheet.
 - c. The number of plans or sets of plans submitted shall be as follows:
 - 1. Three (3) plans shall be submitted at time of application.
 - (2) Contents of plan.
 - a. Project identification. A title block shall be placed in the lower right corner or along the right border of each sheet and should provide the

following information:

1. Proposed development name. The name is to be preceded by the words "Engineering Plan of". A subdivision name shall be the one approved on the preliminary plan.
 2. Property location. The section, township and range in which the property is located shall be given.
 3. Identification of persons involved. The name and address of the property owner, developer and engineer shall be given.
 4. Dates. A space shall be provided for the date and remarks of plan preparation and subsequent plan revisions.
 5. Street Address. Any street address assigned to the property shall be given.
- b. Scale, north arrow, legend and notes. Scale of drawing and north arrow shall be provided on each sheet, where appropriate. The plan shall also contain a legend for abbreviations and symbols used in the drawing and notes where needed for clarification.
- c. Finish grading and drainage plans. Finish grading and drainage plans for the developed property, including parking areas and other improved surfaces, overlaid on the approved conceptual or preliminary plan. Include the following:
1. Proposed channels, flow direction and rate, and volume of stormwater that will be conveyed from the site, with a comparison to natural or existing conditions.
 2. Detention and retention areas (including plans for discharge of contained waters). Provide detailed dimensioned views for water detention or retention areas and drainage structures. Include details of side slopes, depths, and water surface elevations or hydrographs and drainage calculations.
- d. Street plan and profile. The plan and profile of each proposed street, including finished grades and existing ground profiles, shall be shown at a suggested scale of:
1. Horizontal 1" = 100' and Vertical 1" = 10', or
 2. Horizontal 1" = 50' and Vertical 1" = 5', or

3. Horizontal 1" = 50' and Vertical 1" = 5', or
- e. Street typical section. Detailed typical sections of proposed streets and other improved surfaces at a suitable vertical and horizontal scale, showing the right-of-way width and the width, depth, material and design criteria for pavement, base, subgrade, shoulders, swales, curbs, sidewalks, etc. Include location of water supply, sanitary sewer and other proposed utilities.
 - f. Water supply, sanitary sewer. Plan and profiles of proposed water distribution systems, sanitary sewers collection systems, storm sewers and other drainage systems at an appropriate scale. All items to be installed in the above systems shall be sufficiently detailed or specified to indicate conformance with this Code and other applicable regulations. The County Engineer, at his discretion, may permit the proposed utility systems to be shown on the grading and drainage plan with all required elevations indicated.
 - g. Landscaping. Detailed location, name and size of plants, shrubs and trees used to meet landscaping and buffering requirements. Locate, dimension and provide construction materials for walkways, fences, and other man-made landscape features.
 - h. Tree protection. The plan shall indicate those protected trees that are to be preserved, removed, or replaced by location, species and "dbh" size.
 - i. Historic resources and species of environmental concern.
 - j. Phase development. Proposed unit division, stage or phase development shall be indicated on the plan with pertinent signing and remarks.
- (b) *Supporting materials.* In addition to the information required on the engineering plan, a written discussion and description of the overall development plan with sufficient preliminary data to enable determination of compliance with appropriate sections of this chapter shall be submitted, either on the plan or as separate documents. This shall address, but is not necessarily limited to, the following:
- (1) Two (2) copies of permit applications and materials submitted to federal or state agencies having jurisdiction over project.
 - (2) Copies of all construction permits from other agencies having jurisdiction over project, i.e. driveway connections, stormwater management, utilities, dredge/fill, etc.
 - (3) Reserved.

- (4) A listing of any substantial differences between the approved conceptual or preliminary plan and the engineering plan and any requests for variances from the Code or previously approved plans.
- (5) Reserved.
- (6) A performance guarantee, acceptable to the board for one hundred twenty-five (125) percent of the cost of any improvements to be constructed within county road right-of-ways or easements. This requirement not applicable to government and quasi-government entities.
- (7) An application form containing the following information furnished by the applicant shall be submitted for engineering plan approval:
 - a. Name, address and telephone number of property owner of record.
 - b. Name, address and telephone number of record property owner's agent or representative, if any.
 - c. Name, address and telephone number of project engineer and surveyor.
 - d. Legal description of parcel for which approval is requested, and the land area.
 - e. Present zoning of property for which the site permit is requested.
 - f. Signature of applicant.
- (8) Application Fee
 - a. An application fee, in the amount established by Sumter County, shall be submitted.
- (c) *Reserved.*
- (d) *Review and approval procedure.*
 - (1) The engineering plan may be submitted any time after submission of the preliminary plan. If submitted prior to approval of the preliminary plan, it may be necessary for the applicant to revise and resubmit the engineering plan to be consistent with the approved preliminary plan at his own expense.
 - (2) The engineering plan shall be submitted to the director of planning and development at least two (2) weeks prior to the regularly scheduled DRC meeting. The DRC shall approve or disapprove the engineering plan. If waivers are necessary, the approved engineering plan and waivers shall be forwarded with

recommendations to the board of county commissioners for approval.

(e) *Certification of completion and acceptance of construction.*

- (1) Upon completion of improvements, the developer shall submit a letter from the project engineer certifying that the improvements have been completed in substantial compliance with the approved plans. Upon receipt of such letter and the record drawings (below), the county shall inspect such improvements for compliance with the approved engineering plan.
- (2) All test reports confirming compliance with the project specifications shall be furnished to the County as early as possible, but no later than at the time of the final inspection. If the completed construction is found to be in substantial compliance with the approved engineering plan, the county shall issue a letter of acceptance and release any building certificates of occupancy as appropriate.

(f) *As-builts/record drawings.*

- (1) Two (2) copies of record drawings shall be submitted to the county concurrently with the submission of the project engineer's certification of completion. Record drawings shall include the same type of information as the engineering plan and be revised to include changes made during construction.
- (2) Within ninety (90) days of the final inspection and approval of improvements to be perpetually maintained by the county, the project engineer shall submit two (2) copies of as-built drawings to the county. Such drawings shall include the same type of information as was presented for the proposed construction on the engineering plan.

A.3.2. Record plat.

A.3.2.1. Record plat requirements.

- (a) An application form containing the following information furnished by the applicant, shall be submitted for record plat approval:
 - (1) Name, address and telephone No. of property owner of record.
 - (2) Name, address and telephone No. of record property owner's agent or representative, if any.
 - (3) Name, address and telephone no. of project surveyor.
 - (4) Legal description of parcel for which approval is requested, and the land area.
 - (5) Signature of applicant or applicant's agent.

- (b) *Application fee.* An application fee, in the amount established by Sumter County, shall be submitted.
- (c) The record plat, when required, shall be a true representation of the development as approved in the conceptual, preliminary and engineering plans for the subdivision and shall reflect all special conditions contained in such previous approvals. It shall be prepared in accordance with Chapter 177, Florida Statutes and contain all applicable data and information required therein. It shall also include, but is not necessarily limited to, the following, where applicable:
 - (1) Plat preparation:
 - a. The record plat must be prepared by a Florida professional surveyor and mapper (P.S.M.).
 - b. The record plat shall be an original drawing prepared on linen, mylar or vellum sheets, twenty-four (24) inches in width by thirty (30) inches in length. The plat shall have a three (3) inch left margin and a one (1) inch margin on all other sides. If necessary, more than one sheet may be used provided an index or key map is shown to relate each sheet to the entire subdivision. Plans shall be oriented with north to the top or left edge of the sheet.
 - c. Plats shall be submitted as follows:
 - 1. At time of initial submission--Two (2) sets of prints.
 - 2. Upon determination of completeness and at least seven (7) days prior to scheduled hearing before the development review committee--Ten (10) sets of prints.
 - 3. At least seven (7) days prior to scheduled hearing before the board of county commissioners--Original record plat and related materials.
 - (2) Contents of plat.
 - a. Heading. As specified in Ch. 177, F.S.
 - b. Vicinity map. The plat shall contain a "vicinity" or "location" map at a scale of not more than two (2) miles to the inch, showing the position of the subdivision with relation to cities, transportation facilities, water bodies, section lines, etc.
 - c. Legal description and title certificate. The legal description of the property

subdivided and the title certificate referred to in Ch. 177, Florida Statutes, shall be placed on the face of the plat or on a separate document. The certificate shall include a statement satisfying the requirements of Ch. 197, Florida Statutes, regarding payment of taxes.

- d. Subdivision of property. The design or lotting scheme of the subdivision shall be shown on the plat at a scale of not more than 1 inch = 100 feet, with north oriented to the top or left edge of the sheet, as follows:
 - 1. Lots, tracts and blocks.
 - a) Where designated, blocks shall be identified with consecutive alphabetical letters.
 - b) Lots shall be identified by consecutive numbers within designated blocks, or in the absence thereof, by consecutive numbers throughout the subdivision.
 - c) Tracts may be consecutively numbered or lettered.
 - 2. Interior Areas. Interior areas not a part of the plat shall be so identified.
 - 3. Flood Plain and wetlands. The plan shall delineate the one hundred-year flood plain, or other design flood elevation as applicable, and wetland areas subject to state jurisdiction.
- e. Scale, north arrow, legend and notes. Scale of drawing (narrative and graphic) and north arrow shall be provided. The plat shall also contain a legend for abbreviations and symbols used in the drawing and notes where needed for clarification.
- f. Conditions of approval. If previous approvals of the subdivision has been with conditions that are to be placed on the record plat, such conditions are to be appropriately shown.
- g. *Dedications and certificates.* The following dedications and certificates shall be placed on the right side of the plat when possible, with the name and title of the signatory printed below the signature. All signatures shall be made with permanent black ink. The following dedications and approvals are the minimum required to be placed on the plat and should be arranged from the top of the sheet down in the following order:
 - 1. Owners dedication. The plat shall contain a statement dedicating common facilities such as streets, roads, alleys, rights-of-way, common areas, easements for utilities, drainage or other purposes

to the public or to specified private or non-publicly dedicated interests.

- a) This statement shall be on the face of the plat, worded as follows and signed by all owners of record:

Know all men by these presents, that the undersigned being the owner(s) in fee simple of the lands described hereon and known as _____, do hereby dedicate said lands and plat for the uses and purposes thereon expressed and dedicate all the _____ shown hereon to the perpetual use of the _____. In witness thereof, the undersigned owner(s) hereto set their hand and seal on _____.

- b) If any or all such common facilities are not dedicated to the public, the plat shall, on its face in boldface letters at least 1/4" high, contain a statement worded:

The following facilities are for private or non-publicly dedicated use only: _____. These facilities will be maintained by _____ and Sumter County is not responsible for the maintenance or improvements of same.

- c) All dedications by the owner(s) shall be properly notarized.
2. Joinder and consent dedication. All joinder and consent dedications shall be properly notarized. If there are others with legal interests in the property, the plat shall also contain a statement of dedication from these parties. Such joinder and consent dedications may appear on the plat or separate recordable document.
 3. Certificate of surveyor or engineer. The plat shall contain a certification by a Florida registered surveyor as follows:

The undersigned, being a Florida licensed and registered professional surveyor and mapper (P.S.M.) does hereby certify that on _____ he completed the survey of the lands described on this plat, that this plat is a correct representation of the lands herein described and platted; that this plat meets the requirements of Chapter 177, Florida Statutes.

4. Certificate of county planning and zoning director. The plat shall contain a certification by the county planning and zoning director as follows:

I hereby certify that the lands contained herein are in Sumter County, Florida, are zoned properly for the use platted, and that the subdivision has proceeded through the development requirements of Sumter County.

5. Certificate of approval by board of county commissioners. The plat shall contain an approval by the Sumter County board of county commissioners worded as follows:

This it to certify that on _____ this plat was approved by the Board of County Commissioners of Sumter County, Florida and so recorded in the minutes of said meeting.

6. Certificate of clerk. The plat shall contain a certification by the clerk of circuit court worded as follows:

I hereby certify that I have examined this plat and find that it complies in form with all requirements of Chapter 177, Florida Statutes and was filed for record on _____, 19_____ at _____. File No. _____, Plat Book _____, Page _____.

7. The plat shall indicate that placement of all P.R.M.'s as required in Chapter 177, F.S. has been accomplished.

(b) *Supporting materials.* In addition to the information required on the record plat, the following materials are required:

- (1) Build-plat. Where subdivision improvements are completed prior to platting, the following supporting information is required:
 - a. Engineer certified record drawings and construction test results on the required improvements.
 - b. Certification of completion by applicants engineer.
 - c. A two-year temporary maintenance agreement and performance guarantee for those developments where the streets and other improvements are to be dedicated to the public. The performance guarantee shall be for an amount equal to ten (10) percent of the cost of the required physical improvements and in a form acceptable to the commission. The two-year period shall commence whenever the record plat has been recorded in the public records and the performance guarantee has been deposited with the commission. The performance guarantee requirement is waived for government and quasi-government entities.
 - d. An assurance of perpetual maintenance for those developments where the streets and other improvements are to remain privately owned and maintained.
 - e. Copies of all required construction and operating permits from other agencies.
 - f. Copies of all final covenants, grants, easements, or other restrictions to be imposed on the use of the land, buildings, and structures, including proposed easements for public and private utilities.

- (2) Plat-build. Where the subdivision is platted prior to the improvements being completed, the following supporting information is required:
- a. At time of platting.
 - 1. An engineer's itemized cost estimate or a qualified contractor's bid for the construction of the uncompleted required improvements. This is reviewed and approved by the county engineer.
 - 2. A performance guarantee for one hundred twenty-five (125) percent of the above amount approved by the county engineer. This guarantee shall include both on site and off site required improvements. Said guarantee shall not expire earlier than ninety (90) days after the required completion date, however, it will be released upon final inspection.
 - 3. Copies of all required construction permits from other agencies.
 - 4. Copies of all final covenants, grants, easements, or other restrictions to be imposed on the use of the land, buildings, and structures, including proposed easements for public and private utilities.
 - b. After improvements are completed.
 - 1. Engineer certified record drawings and construction test results on the required improvements.
 - 2. Certification of completion by applicants engineer.
 - 3. Copies of all required operating permits from other agencies.
 - 4. A two-year temporary maintenance agreement and performance guarantee for those developments where the streets and other improvements are to be dedicated to the public. The performance guarantee shall be for an amount equal to ten (10) percent of the cost of the required physical improvements and in a form acceptable to the commission. The two-year period shall commence whenever the county engineer has approved the improvements and the performance guarantee has been deposited with the commission. The performance guarantee requirement is waived for government and quasi-government entities.
 - 5. An assurance of perpetual maintenance for those developments where the streets and other improvements are to remain privately owned and maintained.

A.3.3. Building permit.

A.3.3.1. Application form and fee.

- (a) *Application form.* An application form, supplied by the department, containing the following information furnished by the applicant, is required:
 - (1) Name, address and telephone No. of property owner of record.
 - (2) Name, address, telephone No. and license No. property owner's contractor, if any.
 - (3) Legal description of parcel, as shown in the public records of Sumter County, for which a building permit is requested. Include street address if known.
 - (4) General location and directions to property from Sumter County Courthouse.
 - (5) Present zoning of property for which the building permit is requested.
 - (6) Signature of applicant (Must be owner of record or agent with written authorization. Evidence of ownership may be required and an applicant shall have written consent of all owners of record)
- (b) *Application Fee.* An application fee, in the amount established in Appendix B of this chapter, shall be submitted upon issuance of the building permit.

A.3.3.2. Building plan.

- (a) Plan preparation.
 - (1) Plans may be prepare by any person not prohibited by state law, provided the plan accurately presents the information required herein.
 - (2) Plans shall be prepared on not less than 8 1/2" by 11" sheets of bond paper or equivalent.
 - (3) The number of plans or sets of plans submitted shall be as follows:
 - a. Applications for constructing new buildings and additions to existing buildings, and other work regulated by the Standard Building Code, shall include two (2) complete sets of plans and specifications for the specific permit as required by said code.
 - b. Applications for work which is regulated by any of the adopted codes, other than the Standard Building Code, shall include two (2) complete sets of plans showing the proposed work in sufficient detail and clarity to

allow for a thorough plan examination to determine compliance with all applicable Code provisions. These plans may be omitted upon determination by the building official that the work is relatively minor in scope, routine in nature, and can be adequately described on the permit without any additional documents.

(b) Contents of plan.

- (1) Project identification. Identify the project by supplying the following information on the plan:
 - a. Title block. A title block shall be placed in the lower right corner or along the right border of the sheet and should provide the following information:
 1. Proposed development name, if any.
 2. The section, township and range in which the property is located.
 3. The name and address of the property owner and any architect or engineer responsible for the plan.
 4. The date of plan preparation in a space that also provides for subsequent plan revision dates.
 5. Any street address assigned to the property.
 - b. Legal description or parcel number of the property.
- (2) Construction drawings.

(c) Supporting materials

- (1) Specifications, as required.
- (2) Completed Energy Code forms when required by section 553.900 F.S.
- (3) Materials data form when fire safety review and inspection is required by section 633 F.S.
- (4) Development in floodplain and floodway overlay zones shall submit the following:
 - a. Elevation in relation to mean sea level of the proposed lowest floor (including basement) of all structures.

- b. Elevation in relation to mean sea level to which any non-residential structure will be flood-proofed;
- c. Certificate from a registered professional engineer or architect that the non-residential flood-proofed structure will meet the flood-proofing criteria in Appendix E of this chapter.

A.3.4. Operating permit.

A.3.4.1. Application form and fee.

- (a) *Application form.* An application form, supplied by the department, containing the following information furnished by the applicant, shall be submitted for an operating permit:
 - (1) Name, address and telephone No. of property owner of record.
 - (2) Name, address, telephone No. and federal employer identification number of the conditional use operator, or person or corporation, other than the property owner, who will physically develop and/or operate the property. If the operator is a corporation, the application shall identify all officers, directors, and, in the case of a non publicly traded corporation, a list of all shareholders. If the applicant is a subsidiary corporation, then the parent corporation shall also be identified along with the officers and directors of all corporations involved. In the case of a limited partnership, all general and limited partners should be revealed. Attachments to the application form may be used.
 - (3) Legal description of parcel for which an operating permit is requested, as shown in the public records of Sumter County, and the land area, and street address if known.
 - (4) General location and directions to property from Sumter County Courthouse.
 - (5) Present zoning of property for which the operating permit is requested.
 - (6) Signature of applicant (Must be owner of record or agent with written authorization. Evidence of ownership may be required and an applicant shall have written consent of all owners of record)
- (b) *Application fee.* An application fee, in the amount established in Appendix B of this chapter, shall be submitted with each plan required.

A.3.4.2. Operating plan. The following materials shall be submitted for operating permit approval.

- (a) *Operating plan.* The operating plan, to scale, suitable for presentation, shall specifically depict the combined existing site conditions and proposed features of the conditional use

including, but not necessarily limited to, the following:

(1) Plan preparation.

- a. The plan shall be prepared and sealed by an engineer.
- b. Plans shall be light background prints or sets of prints twenty-four (24) inches by thirty-six (36) inches. If necessary, more than one sheet may be used provided a key map is shown to relate each sheet to the entire development.
- c. The number of plans or sets of plans submitted shall be as follows:
 1. One (1) at time of submission.
 2. Ten (10) additional upon determination of completeness and at least seven (7) days prior to scheduled hearing before the reviewing authority.
 3. Eight (8) additional at least seven (7) days prior to scheduled hearing before approving authority.

(2) Contents of plan.

- a. Identify the project by supplying a title block, placed in the lower right corner or along the right border of the sheet, providing the following information:
 1. Proposed conditional use name. The name is to be preceded by the words "Operating Plan of _____".
 2. Property location. The section, township and range in which the property is located shall be given.
 3. Identification of persons involved. The name, address and telephone number of the property owner, operator, engineer and land surveyor shall be given.
 4. Dates. A space shall be provided for the date of plan preparation and subsequent plan revisions.
 5. Street address. Any street address assigned to the property shall be given.
- b. Show existing conditions and proposed development on a plan of the property boundaries consistent with the boundary survey. Such plan shall

be drawn to a scale of not less than one (1) inch = one-hundred (100) feet, unless otherwise approved by the development review board, with north oriented to the top or left edge of the sheet. The drawing shall clearly show or describe, but is not necessarily limited to, the following:

1. For mining and construction and demolition debris landfills.
 - a) Topographic information of the property, shown in broken lines, prepared by a surveyor or engineer, including the following features:
 - 1) Existing land contours, on NGV datum, shown at intervals of not more than 5 feet. The plan shall be of an area sufficient to show the proposed developments relationship to its watershed. Data from the U.S.G.S. topographic survey, or other agencies work, may be used.
 - 2) Existing buildings and other structures on the property. For those that will remain, furnish outside dimensions, type of construction and present use. If structure is to be removed, so note.
 - 3) Above and below ground utility lines that may be impacted by mining or landfill activities. Indicate location, type and size.
 - 4) Natural or man made land features such as bodies of water, water courses, drainage channels, wooded areas, streams, lakes, wetlands and any other physical conditions affecting the site, or to be affected by mining or landfilling. Show the high water line of lakes and wetlands and other environmental areas which would be affected by these activities.
 - b) Proposed improvements. All proposed features to be constructed by the developer, or resulting from the mining or landfill activity, are to be shown, such as:
 - 1) Excavation plan identifying each mine or landfill cell and giving date of each cell opening and closing, with pertinent signing and remarks.
 - 2) Stormwater management plan showing the general grading/drainage plan of the entire area to be

developed, including, but not limited to, the following:

- Future drainage pattern indicated by directional arrows and resultant drainage basins or watershed boundaries. The plan shall show any drainage areas off site that affect the project or that are affected by the project and show locations of routes of off-site waters onto, through, or around the project.
- Facilities for collection, treatment, retention and detention of stormwater.
- Erosion and sedimentation control plan describing the type and location of control measures, the stage of development at which they are to be put in place or used, and maintenance provisions.
- Off-site rights-of-way required for proper functioning of drainage plan. include statement as to the nature of the r/w reservation.
- The entity or agency to be responsible for operation and maintenance of the stormwater management system.

3) Location, size and use of proposed buildings, other structures and material storage areas and stationary material handling equipment. Show setbacks and separations, as appropriate, from:

- Project boundary lines.
- Centerlines of rivers, streams and canals.
- High water line of bodies of water.
- Wetlands and other environmental areas.
- Other man-made or natural features which would be affected by development encroachment.

4) Proposed utility services, showing location and size of:

- Facilities for source, treatment and distribution of potable water.
- Facilities for collection, treatment and effluent disposal of sanitary sewer waste. Indicate type of treatment to be used.

5) Non-hazardous solid waste management plan and facilities.

6) Pollutant management devices or facilities.

7) Proposed buffer plan.

- c) Scale of drawing and north arrow shall be provided. The plan shall also contain a legend for abbreviations and symbols used in the drawing and notes where needed for clarification.
 - d) Tabulated development summary information such as:
 - 1) Total acreage of the mine or landfill.
 - 2) Total acreage of mine or landfill cells.
2. For hazardous waste operations.
- a) Topographic information of the property, shown in broken lines, prepared by a surveyor or engineer, including the following features:
 - 1) Existing ground elevations on NGV datum, shown at intervals of not more than one (1) foot, These contours are to extend onto adjacent properties a sufficient distance to establish local drainage patterns, or a minimum of one hundred (100) feet, whichever is greater.
 - 2) Existing buildings and other structures on the property. For those that will remain, furnish outside dimensions, type of construction, present use and floor elevation. If structure is to be removed, so note.
 - 3) Above and below ground utility lines including sewer and water facilities on or adjacent to the property. Indicate location, type and size.
 - 4) Natural or man made land features such as bodies of water, water courses, drainage channels, wooded areas, streams, lakes, wetlands and any other physical conditions affecting the site, or to be affected by the development. Show the high water line of lakes and wetlands and other environmental areas which would be affected by building encroachment.
 - 5) Location and widths of street right-of-ways and pavement on or adjacent to the property. Indicate

street name and type of construction. Location and width of existing easements (both public and private) and type or purpose of easements.

- 6) 100-year flood areas per HUD Flood Insurance Rate Map or per data from other acceptable source. In areas prone to flooding, the development committee may also require the establishment of the 25 and 10 year floods and the annual mean high water line.
- 7) Contiguous properties. If platted, give name, plat book and page and indicate lot lines. If unplatted, so note. Show any city or county jurisdictional lines within at least two hundred (200) feet of the development.

- b) Proposed improvements. All proposed features to be constructed by the developer, or resulting from the development, are to be shown, such as:

- 1) Grading/drainage plan. Preliminary stormwater management plan showing the general grading/drainage plan of the entire area to be developed, including, but not limited to, the following:

- Future drainage pattern indicated by directional arrows and resultant drainage basins or watershed boundaries. The plan shall show any drainage areas off site that affect the project or that are affected by the project and show locations of routes of off-site waters onto, through, or around the project.
- Facilities for collection, treatment, retention and detention of stormwater.
- Drainage areas and calculations.
- Erosion and sedimentation control plan describing the type and location of control measures, the stage of development at which they are to be put in place or used, and maintenance provisions.
- Off-site rights-of-way required for proper functioning of drainage plan. include statement as to the nature of the r/w reservation.
- The entity or agency to be responsible for operation and maintenance of the stormwater management system.

- 2) Location, size and use of proposed buildings, other structures and material storage areas and stationary material handling equipment. Show setbacks and separations, as appropriate, from:

- Project boundary lines.
 - Proposed and existing streets.
 - Centerlines of rivers, streams and canals.
 - High water line of bodies of water.
 - Wetlands and other environmental areas.
 - Other manmade or natural features which would be affected by development encroachment.
- 3) Proposed streets and off-street parking.
 - 4) Proposed utility services, showing location and size of:
 - Facilities for source, treatment and distribution of potable water.
 - Facilities for collection, treatment and effluent disposal of sanitary sewer waste. Indicate type of treatment to be used.
 - 5) Location and size of proposed fire control and other emergency management devices or facilities, including, but not necessarily limited to, fire hydrants and standpipes.
 - 6) Non-hazardous solid waste management plan and facilities.
 - 7) Pollutant management devices or facilities.
 - 8) Erosion and sedimentation control.
 - 9) Proposed landscaping plan, showing:
 - Location and size of landscaped areas and screening or buffering provisions.
 - Location, heights, and material for walks, fences, walkways, and other man-made landscape features.
 - 10) Proposed location and size of outside storage areas;
 - 11) Utility and drainage easements and rights-of-way. Show location, width and type.

- 12) Soil logs, including seasonal high water table elevations. If the stormwater management system proposes to use swales, percolation (retention), or exfiltration (detention with filtration) designs, percolation tests, representative of design conditions, shall be performed and reported.
 3. Scale of drawing and north arrow shall be provided. The plan shall also contain a legend for abbreviations and symbols used in the drawing and notes where needed for clarification.
 4. Typical section of water retention areas, including widths, depths, slopes.
- (b) *Supporting materials.* In addition to the information required on the operating plan, the following shall be submitted:
- (1) General.
 - a. A boundary survey, with complete legal description of property, certified by a surveyor or engineer. Boundary lines of the entire development tract shall be clearly indicated. Ties to government corners or other recorded monumentation shall be shown.
 - b. A written description of the overall operating plan with sufficient data to enable determination of the specific nature and extent of the operation and its compliance with appropriate sections of this chapter. This shall address short and long term plans for the activity.
 - c. The substance (draft documents) of covenants, grants, easements, or other restrictions to be imposed on the use of the land, buildings, and structures, including proposed easements for public and private utilities. All such legal documents must be approved by the commission, after review by the county attorney, as part of the operating plan approval.
 - d. Description of the extent to which any watercourse, water body or wetlands will be altered or relocated as a result of the proposed operating plan.
 - e. Development containing wetlands on the property shall submit a vegetative cover map.
 - f. A management plan for endangered, threatened or species of special concern, if applicable.
 - g. An historic resources preservation plan, if applicable.

- h. A recent aerial photograph encompassing the project area and other areas related to the stormwater management system, if required by the authority. The scale shall be no smaller than one inch equals two hundred (200) feet.
 - i. By what means access to the site is to be restricted, and proposed points of access.
 - j. A listing of all substantial differences between the approved conceptual plan and the submitted operating plan and any requests for variances from the Code or approved conceptual plan.
- (2) For mining and construction and demolition debris landfills.
- (3) For biohazardous or hazardous waste facilities, petroleum contaminated soil treatment facilities and operations.
- a. Copies of all state and federal permit applications and permits or approvals that will be required to operate the facility.
 - b. The proposed operator shall provide statements of experience in the conditional use proposed and provide references as to his ability and commitment to operate the facility in a manner so as to provide maximum protection from the adverse effects of the conditional use.
 - c. Demonstration of insurance or other financial responsibility for spills, leaks, third party liability, and closure and post closure where applicable, of all treatment, storage and disposal facilities.
 - d. Identification of known sub-contractors, such as transporters, who would be involved in the activities of the facility.
 - e. Description of the compliance history regarding local, state and federal biohazardous or hazardous waste laws at other waste management facilities operated by the applicant.
 - f. Other information which may be beneficial to the review of the operating permit application
 - g. For development in floodplain and floodway overlay zones:
 - 1. Elevation in relation to mean sea level of the proposed lowest floor (including basement) of all structures;
 - 2. Elevation in relation to mean sea level to which any non-residential structure will be flood-proofed;

3. Certificate from a registered professional engineer or architect that the non-residential flood-proofed structure will meet the flood-proofing criteria in section

A.3.4.3. Annual progress report.

- (a) *Limerock mining:* All operators shall submit the following:
 - (1) Aerial photo. The most recent, available aerial photograph of the mine property (aerials from Sumter County offices, Florida Dept. of Transportation or other agency will be accepted). The aerial photo shall be at a scale of. one inch equals two hundred feet (1" = 200'), or one inch equals four hundred feet (1" = 400') and identify the following:
 - a. The total land area mined from date of issuance of the operating permit to present.
 - b. The land area mined during the past year.
 - c. The land area expected to be mined during the upcoming year.
 - (2) Reclamation. A written report of the reclamation progress for each area where reclamation has been completed in the last year, or where reclamation is in progress, and a discussion of reclamation planned for the current year. If necessary, approval of reclaimed areas shall be requested in the report by identifying the specific reclaimed areas for which approval is sought.
 - (3) Environmental monitoring. A written summary of the results of the previous year's environmental monitoring program, if required in the operating permit.
 - (4) Inspection reports. Copies of all related inspection reports not previously furnished which are required by state or federal regulatory agencies.
 - (5) Certification. A written statement, certified by an engineer, professional geologist, mine operator (or his authorized representative familiar with the operator's mining activities), declaring that the mining operation is being developed and operated in strict accordance with the conditions set forth in the approved mining site plan, operating permit, and any applicable development of regional impact development order.

A.3.5. Change of occupancy permit.

A.3.5.1. Application form and fee.

- (a) *Application form.* An application form, supplied by the department, containing the

following information furnished by the applicant, is required:

- (1) Name, address and telephone No. of property owner of record.
 - (2) Name, address and telephone No. of record property owner's agent or representative, if any.
 - (3) Legal description of parcel for which a change of occupancy permit is requested. Include land and street address if known.
 - (4) General location and directions to property from Sumter County Courthouse.
 - (5) Present zoning and existing occupancy of property for which a change is requested.
 - (6) The proposed occupancy in sufficient detail to allow the Director and building official to determine adequacy of request.
 - (7) Signature of applicant (Must be owner of record or agent with written authorization. Evidence of ownership may be required and an applicant shall have written consent of all owners of record)
- (b) *Application fee.* An application fee, in the amount established in Appendix B of this chapter, shall be submitted with each application for change of occupancy permit.

A.3.5.2. Change of occupancy plan.

- (a) *No site improvements and no building improvements.* Where additional site improvements (structures, parking, drainage, roads, etc.) and interior alteration of existing structures are not proposed or required, no change of occupancy plan is required.
- (b) *No site improvements but building improvements proposed.* Where additional site improvements (structures, parking, drainage, roads, etc.) are not proposed or required but interior alteration of existing structures are proposed or required, applicant shall submit material required for building permit.
- (c) *Site improvements and/or additional structures.* Where additional site improvements (structures, parking, drainage, roads, etc.) and/or additional structures are proposed or required, applicant shall submit material required for site permit.

(Ord. No. 96-23, § 9, 12-16-96; Ord. No. 03-1, 1-14-03)